

How to Change Active Directory Password Windows XP/2000

Users who use Microsoft Outlook client for e-mail

1. You will need to be successfully logged in to change your password.
2. Press Ctrl + Alt + Delete (hold all three keys at the same time).
3. Click the Change Password Button (see screen shot below)



The below screen will appear.

The screenshot shows the 'Windows Security' dialog box in Windows XP Professional. The title bar is dark blue with 'Windows Security' in white. Below the title bar is a blue banner with the Windows logo, 'Microsoft Windows xp Professional', and 'Copyright © 1985-2001 Microsoft Corporation'. The main area is light gray and contains several input fields and buttons. The fields are: 'User name:' with a text box containing 'Your User Name will appear here.'; 'Log on to:' with a dropdown menu containing 'Your Domain will appear here'; 'Old Password:' with a yellow text box; 'New Password:' with a yellow text box containing '*****'; and 'Confirm New Password:' with a yellow text box containing '*****'. To the right of the password fields are red labels: 'Step 4' for 'Old Password:', 'Step 5' for 'New Password:', and 'Step 5' for 'Confirm New Password:'. At the bottom right are 'OK' and 'Cancel' buttons. A red label 'Step 6' is positioned to the left of the 'OK' button, which has a mouse cursor pointing at it.

4. Type your current password in the “Old Password” field
5. Type your new password in the “New Password” and in the “Confirm New Password” fields.
6. Click OK.

Password Requirements

- Must be at least 8 characters in length
- Must be a password that you have never used before
- Contains at least one number
- Contains Upper and Lower case letters
- Contains a special character (! @ # \$ % & are commonly used characters)
- NON dictionary words

Examples would be –

Ky782tac!

YK8934@44sa

*****Note – If you do not change your password by midnight on Friday, April 27, 2007, you will be prompted to change your password when you next log in. If you have questions or issues, please contact the Commonwealth Service Desk at 502-564-7576.**